



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 11-21-73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received NOV 21 1973	Application No. 73-570
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation State Highway Engineer No. 2 Capitol Square Atlanta, Georgia		4. Person to Contact Mickey Mullinax	
		5. Working Title Administrative Asst	6. Tel. No. 656-5217

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

9. Exact Series Title

January, 1973, - To Date

STATE HIGHWAY ENGINEER'S SUBJECT FILE

10. What is the function of the office in which this record series is created

The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges financed by Federal-aid, State-aid or Authority funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. The Division of Highways is divided into four sections: the Preconstruction Section, which determines project location through aerial photography and mapping, designs the bridges and roads involved, and obtains the right-of-way necessary; the Construction Section, which conducts the tests of soil and materials involved, oversees construction and assures quality control, and supervises the seven District Offices throughout the state; the Operations Section which issues permits and enforces regulations governing overweight and oversize vehicles, designs improvements in vehicular and pedestrian traffic controls, effects the relocation of utilities existing on project right-of-ways, administers State-aid, and maintains the quality of highways; and the Federal Liason Section, which works to obtain Federal funds and expedite compliance with Federal Highway Administration requirements on Federal-aid projects.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to administrative policies and procedures and the planning, construction, maintenance and improvement of transportation systems.

Included are memorandum, correspondence, legal opinions, forms, maps, etc.

The file is arranged alphabetically by subject.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records		No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers			ANNUAL RATE OF ACCUMULATION	8	16		
Legal-size File Drawers	7	14	Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				14			
				This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	20	10	5	2

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [X] ☐ []
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ [X] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

24. REQUIREMENTS. The following requires the files to be kept Permanently

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☐ [] ADMINISTRATIVE DECISION f. ☒ [XX] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☒ [XX] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☐ [] Other

then:

- ☒ [XX] Hold in the current files area month(s)/ 2 year(s):
- ☒ [XX] Transfer to ☐ [] State Records Center ☒ [X] Local Holding Area; hold 2 year(s):
- ☐ [] Destroy.
- ☒ [XX] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Office

26. Recommendations

☐ [] Approved ☐ [] Disapproved

Head of Agency/Designee

Date 11/19/72

in Paragraph

State

☒ [X] Approved ☐ [] Disapproved

Department of Audits/Designee

Date 12-4-72

25 are:

Records

☒ [X] Approved ☐ [] Disapproved

Secretary of State/Designee

Date 11-30-72

Committee

☒ [X] Approved ☐ [] Disapproved

Department of Law/Designee

Date 12-8-72